



DEPARTMENT OF VETERANS AFFAIRS
Washington DC 20420

Via Email: 78496-46262737@requests.muckrock.com

SEP 12 2019

Mr. Sai
MuckRock News
DEPT MR 78496
411A Highland Avenue
Somerville, MA 02144-2516

Re: Freedom of Information Act Tracking Number **19-10258-F**

Mr. Sai,

This letter acknowledges receipt of your Freedom of Information Act (FOIA) request to the Department of Veterans Affairs (VA) dated August 4, 2019, in which you are seeking:

- Chief FOIA Officers' desktops; Chief Privacy Officer, and any substantially equivalent component official the entire content of a) the Officer's physical desktops, i.e. everything on the actual desk(s) where they work, including all other office surfaces, e.g. cabinets, tables, in/out boxes, shelves, etc in the Officer's office(s). Excluding: i) computers (including desktop, laptop, and phone); ii) USB drives; iii) generic office supplies, i.e. any item that could be purchased off the shelf at a store such as Office Depot in identical form by a member of the general public; iv) tear-off daily flip calendars; v) purely personal capacity items; vi) keys; vii) anything within a fully enclosed hard sided container (e.g. exclude the contents of a desk/cabinet drawer, lockbox, or picture frame — but envelopes laying on a desk [and their contents], items in open-ended organizers, etc are not excluded); viii) books or hard-bound booklets, except for the front and back covers; and ix) CDs or DVDs, except for the label (i.e. what is captured when you place the disc on a flatbed scanner); and formatted as 600 DPI color scans to PDF, one PDF per item (named logically based on the item), run through Adobe Acrobat Pro's "enhance scanned PDF" tool with the settings: * recognize text on; * all pages; * apply adaptive compression: grayscale JPEG2000, monochrome JBIG2 (lossless), maximum quality; * output: searchable image, document language set to the document's actual language; * filters: deskew on, background removal off, descreen off, text sharpening off; and
- The Officer's computer desktop(s), i.e. the "desktop folder" of their account on every computer that they use in official capacity in the exact original file format as stored on the computer, encapsulated into a .ZIP or .TAR.GZ archive set to preserve all metadata and folder structure; as the above exist at the time anyone in the component first learns of this request. (i.e., no clearing out the desk before searching it. You may of course continue to use the office normally, but this request creates a hold for its exact content at that one snapshot in time.)
- For hold preservation validation purposes, please take and provide digital photos of the Officer's entire office, showing all items in plain view at the time this request was received.
- The search time for this request should be zero, since all responsive records are literally already in plan view of the Officer's office.

The FOIA Service received your request on August 5, 2019, and assigned it FOIA tracking number **19-10258-F**. Please refer to this number when communicating with the VA about this request.

The records you requested, if they exist, are maintained at the Office of Information and Technology (OI&T) and VA OI&T Privacy Officer and the Office of Chief Privacy Officer. OI&T is conducting a search for records and will get back to you with additional information. If you have information concerning your request, contact:

Department of Veterans of Affairs
Attention: Ms. Jackie Short
OI&T, (005R1C) VACO
810 Vermont Avenue, NW
Washington, DC 20420
Email: vacofoiaagqservice@va.gov; Phone: (202) 632-7426; Fax: (202) 273-9381

Questions regarding the status of your request, contact Ms. Short.

We appreciate your interest in the VA. If you have any questions concerning this letter, you may contact Jacqueline Short, of my staff at 202-632-7426.

Sincerely,



Ms. Doloras Johnson
Director, VACO FOIA Service
Quality, Performance, and Risk (QPR)
Office of Information and Technology (OIT)